

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
CHECKLIST 34-6**

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Services

READINESS AND PLANS

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This checklist reflects Command requirements for Services Readiness programs to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to update references and add commander and supervisor responsibilities. A bar(|) indicates a revision from the previous edition. An asterisk (*) identifies questions applicable to Non-Unit Type Code (UTC) bases.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. **AFSPC checklists will not be supplemented.** Units produce their own standalone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See **Attachment 1**.

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Director of Services

Attachment 1

SERVICES READINESS CHECKLIST

Table A1.1. Checklist.

MISSION: To survive and operate at a base, COB, or bare base, while providing food service, subsistence support, lodging, mortuary affairs, recreation, tactical field exchange, and laundry support.			
SECTION 1: READINESS AND PLANS			
1.1. CRITICAL ITEMS	YES	NO	N/A
1.1.1. Is Formal Field being attended as required and Home Station training (HST) being conducted and documented? (AFI 10-214, <i>Air Force Prime RIBS Program</i> , para 3.2. and 3.3.)			
1.1.2. Can Services personnel demonstrate HST requirements, light M-2 Burner, Immersion heaters, demonstrate self aid & buddy care, don chemical warfare equipment, decon procedures, M-16 qualification current and camouflage, deception and concealment (CDC)? (AFI 10-214, para 3.2.)			
1.1.3. Are proper sanitation and equipment safety procedures followed? (1997 Food Code, TO 35E7-4-23-1, TO 35E4-172-5-1, TO 35E7-1-101)			
*1.1.4. Are Services personnel able to set-up and operate a primary Services control center? (<i>Prime RIBS Command and Control Handbook</i> , Section 2B)			
*1.1.5. Can the Services control center effectively communicate and properly respond to exercise conditions? (<i>Prime RIBS Command and Control Handbook</i>)			
1.1.6. Are Prime RIBS Continuity Book and team folders maintained and updated? (<i>Prime RIBS Managers Guide</i> , Chapter 1, para 2b and 3.)			
1.1.7. Are Services personnel able to properly site, set-up and lay out a bare base scenario? (<i>Prime RIBS Managers Guide</i> , Chapter 2, para 3b and 3c)			
1.1.8. Are Prime RIBS teams trained for a full spectrum of war to include chemical and biological? (WMP I, Annex GG, 6a)			
*1.1.9. Is the squadron able to execute required supporting Services plans in food service/subsistence support? (AFI 10-214, para 2.1.)			

*1.1.10. Is the squadron able to execute required supporting Services plans in lodging? (AFI 10-214, para 2.1.)			
*1.1.11. Is the squadron able to execute required supporting Services plans in fitness? (AFI 10-214, para 2.1.)			
*1.1.12. Is the squadron able to execute required supporting Services plans in recreation? (AFI 10-214, para 2.1.)			
*1.1.13. Is the squadron able to execute required supporting Services plans in laundry? (AFI 10-214, para 2.1.)			
*1.1.14. Is the squadron able to execute required supporting Services plans in mortuary? (AFI 10-214, para 2.1.)			
*1.1.15. Is the squadron able to execute required supporting Services plans in business operations to include field exchanges? (AFI 10-214, para 2.1.)			
1.1.16. Are UTC team members and alternates identified? (AFI 10-214, para 2.2. and 3.3.)			
1.1.17. Are kits packaged, accessible and ready for short notice deployment? (AFI 10-214, para 2.2.4. and 4.1.)			
1.1.18. Can the units SORTS report be validated at the reported C-level? (AFI 10-201, <i>Status of Resources and Training System</i> , para 1.17.2.4.)			
1.1.19. Are there at least two SORTS monitors appointed? (AFI 10-201, para 1.17.1.3.)			
1.1.20. Do SORTS monitors properly understand how to calculate each measured area as outlined in AFI 10-201 tables? (Chapter 2, Section 2A)			
1.1.21. Does the unit commander review and sign the SORTS reports? (AFI 10-201, para 1.17.1.1. and 1.17.2.5.)			
1.2. NON-CRITICAL ITEMS	YES	NO	N/A
1.2.1. Does unit leadership plan realistic training sessions and exercises which support the capabilities listed in the DOC statement? (AFI 10-214, para 2.1.1.)			
1.2.2. Is all the necessary equipment available for training? (AFI 10-214, para 3.2.2.)			
1.2.3. Does the unit budget and plan for home station and Services combat field training, equipment and supplies for Prime RIBS teams? (<i>Prime RIBS Managers Guide</i> , Chapter 1, para 2a)			
1.2.4. Is the Prime RIBS reference library complete and current? (<i>Prime RIBS Managers Guide</i> , Chapter 1, para 4c)			

1.2.5. Are critical members trained every two years at a SCT site and non-critical members every three years at a SCT Site? (AFI 10-214, para 3.3.)			
1.2.6. Does the annual Home Station Training (HST) program include the required training? (AFI 10-214, para 3.2.)			
1.2.7. Are the lesson plans and software developed and distributed by HQ AFSVA being utilized? (AFI 10-214, para 3.2.)			
1.2.8. Are bivouacs conducted annually for all members? (AFI 10-214, para 3.2.)			
*1.2.9. Is the training documented on TEAMS and/or in personnel folders? (<i>Prime RIBS Managers Guide</i> , Chapter 1, para 3 and Chapter 3, para 1b)			
*1.2.10. Have adequate procedures been developed to recall personnel to include leave and TDY personnel for both communication in and out conditions? (<i>Prime RIBS Managers Guide</i> , Chapter 1, para 2b)			
1.2.11. Are all administrative actions required to draw mobility weapons and ammunition accomplished and kept current, IAW AFI 10-403, <i>Deployment Planning and Execution</i> ? (AFI 10-214, para 3.4.)			
1.2.12. Are members competent in the handling, storage and security of weapons under field conditions? (<i>Prime RIBS Managers Guide</i> , Chapter 1, para 2b)			
1.2.13. Do all team members have the required personal clothing and equipment available for deployment? (<i>Prime RIBS Managers Guide</i> , Chapter 1, para 2c)			
1.2.14. Are all team members current with Power of Attorney, Wills, Guardianship for minors, medical needs, immunization, and dental requirements? (<i>Prime RIBS Managers Guide</i> , Chapter 1, para 2c)			
1.2.15. Are mobility bag requirements identified, on order, or on hand? (<i>Prime RIBS Managers Guide</i> , Chapter 1, para 2a)			
1.2.16. Are SORTS reports submitted on time? (AFI 10-201, para 1.3. and 1.17.1.2.)			
*1.2.17. Are classified plans marked, safeguarded, and controlled IAW security directives? (DoD 5200.1-PH)			
*1.2.18. Have limiting factors/shortfalls been identified to the appropriate agencies? (<i>Prime RIBS Managers Guide</i> , Chapter 2, para 1)			
*1.2.19. Are plans reviewed annually for accuracy? (<i>Prime RIBS Managers Guide</i> , Chapter 2, para 1)			

*1.2.20. Have the appropriate OIs, checklists, etc., been written in support of the various base plans requiring Services support? (<i>Prime RIBS Managers Guide</i> , Chapter 1, para 3a)			
*1.2.21. Can they respond to an exercise incident in a timely manner and with appropriate supplies and equipment? (WMP I, Annex GG, 2g and 3)			
*1.2.22. Are recall rosters current? (<i>Prime RIBS Managers Guide</i> , Chapter 1, para 2b)			
*1.2.23. Can Services personnel demonstrate the ability to manage, control, and account for subsistence and equipment resources? (AFI 10-214, para 3 and Table 1)			
1.2.24. Can Services personnel explain the transition from current death to the graves registration program to temporary burial or disinterment? (AFI 34-242, <i>Mortuary Affairs Program</i> , Chapter 15 and WMP I, Annex GG)			
1.2.25. Can Services personnel explain their capability to plan and operate recreational activities (i.e. equipment checkout, intramurals, Field Subsistence and Tactical Field Exchange)? (<i>Prime RIBS Command and Control Handbook</i> , Section 2C and AFI 10-214, para 2.2.8.)			
1.2.26. Are procedures established to ensure Recreation kits can be easily obtained on short notice for deployments, if applicable? (<i>Prime Ribs Managers Guide</i> , Chapter 1, para 4b and Attachment 9)			